

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE:           HEALTH SERVICES**

**DATE:                   SEPTEMBER 26, 2008**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS     SOKOL  
                      SHEEHAN  
                      HASKELL  
                      THOMAS  
                      TESSIER  
                      CHAMPAGNE  
                      O' CONNOR

**OTHERS PRESENT:**

BARBARA TAGGART, ADMINISTRATOR OF THE WESTMOUNT  
                      HEALTH FACILITY  
BRENDA HAYES, DIRECTOR OF THE COUNTRYSIDE ADULT  
                      HOME  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
                      PAT AUER, DIRECTOR  
                      SHARON SCHALDONE, ASSISTANT DIRECTOR  
                      GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC  
  HEALTH  
                      TAMMIE DeLORENZO, CLINICAL & FISCAL  
  INFORMATICS COORDINATOR  
                      TAWN DRISCOLL, FISCAL MANAGER  
FREDERICK MONROE, CHAIRMAN  
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF  
                      ADMINISTRATIVE & FISCAL SERVICES  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISORS     KENNY  
                                  TAYLOR  
                                  VANNESS  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Sokol called the meeting of the Health Services Committee to order at 9:33 a.m.

Motion was made by Mr. Haskell, seconded by Mr. Sheehan and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Barbara Taggart, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Taggart updated the Committee on the status of the Air Handler Project at Westmount Health Facility and noted that the project was slightly over budget. She requested an increase to the existing Capital Project (H270.9550.280) in the amount of \$35 to cover the cost of the approved change order from Monahan & Loughlin. She noted that she had met with representatives from Siemens Building Technologies, Inc. and Thermal Environmental Sales, Inc. a few weeks ago and they had installed the freeze protection equipment and a pulley system to adjust the speed of the motors. She stated that she had been assured the project would be completed by November

1, 2008 and the warranty would begin on that date.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to forward the request to increase the Air Handler Capital Project in the amount of \$35 to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested authorization to increase the private and semi-private room rate at Westmount Health Facility. She added that she had researched the room rates of other facilities in the area. She reported that Pleasant Valley Nursing Home would increase their rate by \$5 per day, making the rate \$290 per day. Mr. Haskell mentioned that an increase of \$15 would bring the room rate at Westmount Health Facility within the average range for the facilities listed.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to increase the private and semi-private pay room rates at Westmount Health Facility from \$235.85 per day to \$250 per day plus the applicable 6% Assessment Tax (\$15). *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Taggart requested authorization to pay an invoice from LaPan's Precision A/C, Refrigeration & Heating, in the amount of \$3,690 for emergency replacement of the compressor in the dietary freezer. Mr. Sokol asked if Westmount Health Facility had a preventative maintenance plan in place and Ms. Taggart responded that they were working on a plan with Siemens Building Technologies, Inc.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to authorize payment of the invoice from LaPan's Precision A/C, Refrigeration & Heating, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Taggart requested authorization to charge off an uncollected account in the amount of \$730.35 as bad debt. She added that she had been advised by the County Attorney's Office that they would be unable to collect the funds and the account should be charged off.

Motion was made by Mr. Sheehan, seconded by Mr. Thomas and carried unanimously to charge off the uncollected account in the amount of \$730.35 as bad debt. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Taggart requested transfers of funds, as follows:

- in the amount of \$515 from the Westmount - Plant Operation & Maintenance - Repair & Maintenance PS DA Auto - Auto Supplies & Repair Code (EF.82200.6303 441) to the Westmount - Plant Operation & Maintenance - Office Equipment Code

- (EF.82200.5830 220);
- ▶ in the amount of \$900 from the Westmount Dietary Services - Other Equipment Code (EF.82100.5803 260) to the Westmount - Dietary Services - Supplies Code (EF.82100.5906 410);
  - ▶ in the amount of \$300 from the Westmount - Administrative Services - Office Supplies Code (EF.83500.5500 410) to the Westmount - Administrative Services - Furniture Equipment Code (EF.83500.5802 210);
  - ▶ in the amount of \$125 from the Westmount - Fiscal Services - Office Supplies Code (EF.83110.5500 410) to the Westmount - Fiscal Services - Office Equipment Code (EF.83110.5830 220);
  - ▶ in the amount of \$930 from the Westmount - Nursing - Nurses Stations - Other Equipment Code (EF.60200.5803 260) to the Westmount - Nursing - Nurses Stations - Office Equipment Code (EF.60200.5830 220);
  - ▶ in the amount of \$200 from the Westmount - Nursing - Nurses Stations - Furniture/Furnishings Code (EF.60200.5802 210) to the Westmount - Nursing - Nurses Stations - Office Equipment Code (EF.60200.5830 220);
  - ▶ in the amount of \$500 from the Westmount - Housekeeping Services - Supplies Code (EF.82400.5906 410) to the Westmount - Housekeeping Services - Other Equipment Code (EF.82400.5803 260); and
  - ▶ in the amount of \$75 from the Westmount - Activities Program - Supplies Code (EF.72600.5906 410) to the Westmount - Activities Program - Other Equipment Code (EF.72600.5803 260).

Ms. Taggart noted that the transfers were to cover the cost of purchasing a computer for the operation of the Co-Gen Plant, which was in need of replacement. Mr. Haskell questioned if the original computer was still under warranty and Ms. Taggart replied that it was not because it was three years old. She added that the transfers would also cover the cost of purchasing new linens for the Facility.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to approve the transfers of funds, as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated revenues and appropriations, for an amount totaling \$40,666, to reflect the receipt of Health Care Reform Act (HCRA) Recruitment and Retention Grant funding to be used to cover the cost of nursing conferences and salary increases.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve the requests to amend the 2008 County budget as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Taggart requested a name change for the existing Nurse Caretracker Capital Project (H280.9550 280). She apprised that the current Capital Project for electronic medical records documentation was under the Nurse Caretracker Program; however,

she added, at this point it was undecided whether they would continue to use this company's services. She advised that the Capital Project should be renamed for the purpose of Electronic Medical Records Documentation so that the company could be identified at a later date.

Motion was made by Mr. Haskell, seconded by Mr. Thomas and carried unanimously to re-name the 'Nurse Caretracker Capital Project' to the 'Electronic Medical Records Documentation Capital Project'. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Taggart advised that a Nursing Supervisor at Westmount Health Facility had submitted an application for approval to enroll in courses at Empire State College. She added that the courses were International Business, Organizational Behavior and the Middle East and were required course work for a Bachelor's Degree in Business Administration. She advised that the total cost of the courses and books was \$3,122, which would make the reimbursement \$1,561. She said that she felt the request was excessive. Mr. Champagne asked to whom this individual reported to and Ms. Taggart responded that they reported directly to the Director of Nursing. Mr. Champagne questioned if the courses would make the employee a better Nursing Supervisor. Ms. Taggart responded that she was unsure and added that the employee had only been at Westmount Health Facility for approximately six months. Mr. Haskell questioned the course titles stating that he could understand how Organizational Behavior would be beneficial to a Nursing Supervisor; however, he added, he did not see any job benefit from a course on the Middle East or International Business.

Discussion ensued.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to deny the request of the Nursing Supervisor at Westmount Health Facility to enroll in job-related courses as outlined above. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart advised that reports on overtime usage and staffing levels had been included in the agenda packet. She said that there was an increase in the amount of overtime worked by Certified Nursing Assistants. She added that the increase in overtime was due to holiday and medical leave coverage. She noted that there were a few staff members out on medical leave or maternity leave.

Ms. Taggart stated that the last two pages of the agenda packet contained obituaries of previous residents. She said that each of the obituaries had mentioned the care that the loved ones had received while residents of Westmount Health Facility.

Ms. Taggart apprised that the New York Association of Homes & Services for the Aging (NYAHS) Employee Recognition Ceremony had been held on September 8, 2008. She said that it had been a nice ceremony and she had submitted an article to *The Post Star* and *The Advisor* pertaining to the ceremony.

Mr. Geraghty questioned the additional funding that was anticipated for Westmount Health Facility. Chairman Monroe stated that Hal Payne, Commissioner of Administrative & Fiscal Services, had advised that the funding was \$3.2 million with a 50% match from the County. He added that the funding was made possible through the efforts of the New York State Association of Counties (NYSAC).

Discussion ensued.

Mr. Geraghty asked how much of the overtime usage was controllable and Ms. Taggart responded that they did the best that they could to keep the level of overtime down. Mr. Geraghty requested that the next overtime report be broken down to show how much was within the facilities control and Ms. Taggart replied that she would do so.

Privilege of the floor was extended to Brenda Hayes, Director of Countryside Adult Home, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Referring to the first pending item, Ms. Hayes reported that Kathy Baker, Fiscal Manager of the Department of Social Services (DSS), had advised that the only negative impact from accepting residents prior to receiving the approval of the DSS was the possibility that approval would not be granted. She said that the facility would then be responsible for the full cost of housing the resident; however, she added, they would still receive the 50% reimbursement from the State at the end of the year. Mr. Champagne noted that the possibility of losing 50% of the cost of housing a resident was more advantageous than having the empty bed.

Pertaining to the second pending item, Ms. Hayes apprised that representatives from Countryside Adult Home, Westmount Health Facility and the Public Safety Building had met twice to determine if one company could be used to maintain the fire extinguishing systems of all three buildings. She said that the problem was that the services were not sufficient to require a bid and the contracts could not be written in a specific way due to the different needs of each building. She noted that they were still compiling information and the item should remain on the pending list.

Concerning the third pending item, Ms. Hayes stated that representatives from Countryside Adult Home, Westmount Health Facility, the DSS and Messrs. Payne and Sokol had met with representatives from Glens Falls Hospital to discuss the discharge procedures for patients that would be transferred to Countryside or Westmount. She said that they were working on having an employee of Countryside Adult Home certified to process the applications and conduct the one-on-one interviews to help expedite the process. She added that they would also have an employee of Countryside Adult Home certified as a Notary which would speed the process. She noted that in the meantime they would continue to wait for the applications and preliminary approval from the DSS.

Ms. Hayes requested authorization for Deborah Peters to attend an Introductory Notary Public Workshop at Adirondack Community College on October 25, 2008 at a cost of

\$68 for textbook and materials. She noted that she would also attend the workshop at her own cost and both would car pool at no cost to the County. Mr. O'Connor questioned why Ms. Hayes was not requesting reimbursement for her attendance at the workshop. He added that if Ms. Peters were not available to perform notary services, Ms. Hayes would then need to do so. He said that he felt the workshop should be paid for using County funds for both employees. Mr. Haskell agreed that the County should pay for both employees to attend the workshop.

Motion was made by Mr. Haskell, seconded by Mr. Sheehan and carried unanimously to authorize Ms. Hayes and Ms. Peters to attend the Introductory Notary Public Workshop at Adirondack Community College on October 25, 2008 at a cost of \$68 each. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Ms. Hayes requested authorization to pay an invoice from Norris Commercial Appliance Repair, in the amount of \$404 for repairs needed on the convection oven. She noted that Countryside Adult Home did not have an existing contract for this type of service. She added that Siemens Building Technologies, Inc. had installed the appliance and had turned the contract over to another company. She said the oven had only been under warranty for one year and the company would have charged \$126 for the visit prior to any work being done because they were out of the area.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to authorize payment of the invoice from Norris Commercial Appliance Repair, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Hayes requested authorization to fill the vacant position of Institutional Aide, base salary of \$22,988, Employee No. 7082, due to retirement. She noted that the current employee would be retiring after 22 years of service to the County and the position was necessary to the Facility. She stated that the retirement date of the employee was October 17, 2008; however, she added, the employee would use vacation time from October 6-17, 2008. She advised that there was a part-time employee interested in a full-time position and would most likely assume the vacant position. She noted that the filling of the vacancy would eventually lead to the elimination of one position at Countryside Adult Home.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve the request to fill the vacant position of Institutional Aide, as outlined above, and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Hayes apprised that the hot water tanks had been installed the previous day. She stated that the new closets which had been ordered last spring had arrived on August 5, 2008 and that five of the ten closets had arrived damaged; however, she added, the company had been quick to replace the damaged closets. She advised that they had

hired a Building Maintenance Mechanic for Countryside Adult Home. She noted that Rob Green from the City of Glens Falls would assume the position and added that he had worked for the Holiday Inn for nine years and assisted in teaching classes at B.O.C.E.S (Board of Cooperative Educational Services).

Ms. Taggart and Ms. Hayes exited the meeting and Mr. VanNess entered the meeting at 10:13 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer apprised that an Implementation Timeline for the Point of Care Initiative that had been provided by Delta Health Technologies was included in the agenda packet.

Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, noted that Delta Health Technologies would be on site the following week to initiate the training of the core team. She thanked Messrs. Sokol and Payne for their attendance at the Site Readiness Planning Meeting. She advised that they would build and begin testing the new system and Delta Health Technologies would return in November to go live. She added that the receivable timeline would decrease substantially following the initiation of the new system and she advised that the current receivable timeline was approximately 60 days which they were expecting to decrease to approximately two weeks.

Ms. DeLorenzo stated that Delta Health Technologies would return in December to walk the Department through the first billing cycle and in January they would begin training the nurses in groups of ten. Sharon Schaldone, Assistant Director of Public Health, said that there would be 75 users trained to use the system. Mr. Sokol questioned if the Department would still receive the benefit of a consultant from Delta Health Technologies once the timeline was concluded and Ms. DeLorenzo responded that they would have technical support available. She added that they would transition from receiving the assistance of the implementation team to that of the support team. Ms. Schaldone noted that a representative would return three months after the training to ensure that all was operating well on the new system.

Ms. Auer noted that a report of the Emergency Response Planning Activities for the month of August had been included in the agenda packet.

Referring to a question from the last Committee meeting which pertained to a possible local law on quarantine, Ms. Auer advised that she had spoken with the County Attorney's Office and had been informed that this type of law would not be appropriate for Warren County. She added that there were provisions for quarantine addressed in the Homeland Security rules.

Ms. Auer requested to amend the current contract with the New York State Department of Health (NYS DOH) Division of Nutrition Bureau of Supplemental Foods

to allow the receipt of additional funding for the WIC (Women, Infants and Children's Program) Program for the contract year commencing October 1, 2008 and terminating September 30, 2009, in an amount not to exceed \$501,372.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to amend the contract with the NYS DOH Division of Nutrition Bureau of Supplemental Foods, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Auer requested to amend the existing contract with Outcome Concept Systems (OCS) to allow continued receipt of Electronic Performance Improvement Consultant (EPIC) services to reflect a multi-year fee at \$6,000 per year. She explained that this was a software licensed product that would allow them to receive information pertaining to the Quality Assurance Program.

Motion was made by Mr. Tessier, seconded by Mr. Thomas and carried unanimously to amend the current contract with OCS, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Auer requested a contract with North Country Home Services, Inc. to accept the 2008 Personal Care Aide rates, commencing January 1, 2008 and terminating December 31, 2008, at a rate of \$20.91 per hour for homemaker tasks and \$21.24 per hour for personal care aide services, to be paid monthly for each patient served upon the receipt of required documentation. She advised that the rates were not received until late in the year and were retroactive to January 1, 2008.

Motion was made by Mr. Haskell, seconded by Mr. Sheehan and carried unanimously to authorize the contract with North Country Home Services, Inc., as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*

Ms. Auer requested to amend the current contract with Upper Hudson Primary Care Consortium to reflect the rates for medical direction services for John Rugge, MD; Daniel Larson, MD; and David Mousaw, MD, commencing January 1, 2008 and terminating with thirty days written notice by either party, to be paid by quarterly voucher submission at the agreed upon rate. She noted that Dr. Rugge had not wanted the inclusion of meeting reimbursements in the contract.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to amend the current contract with Upper Hudson Primary Care Consortium, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 17, 2008 Board meeting.*



Ms. Auer requested Committee approval for four employees associated with the WIC Program to attend the 2008 WIC Annual Conference at the Desmond Hotel and Conference Center in Albany, New York on October 27-29, 2008, using a County WIC Program vehicle. She noted that two of the employees would only attend on October 28, 2008 at a cost of \$225 each and the other two employees would attend the entire conference at a cost of \$310 each. She added that the training was mandated by the State and would be paid for using Grant funding.

Motion was made by Mr. Haskell, seconded by Mr. Thomas and carried unanimously to authorize the employees to attend the 2008 WIC Annual Conference, as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested transfers of funds, as follows;

- in the amount of \$13,000 from the WIC - Supplies Code (A.4013.410) to the WIC - Part Time Salary Expense Code (A.4013.130);
- in the amount of \$1,899 from the Preventive Program - Full Time Salary Code (A.4018.110) to the Preventive Program - Part Time - Salary Code (A.4018.130); and
- in the amount of \$34,500 from the Health Services - Data Processing Code (A.4010.428) to the Health Services - Other Equipment Code (A.4010.260).

Ms. Auer explained that the reason for the transfers was to cover the cost of upgrading ten Telemed monitors. She stated that the funds remaining in the accounts for transfer were due to the Point of Care Initiative starting later in the year than had been anticipated. She explained that the monitors they currently had did not work with all phone systems. Ms. DeLorenzo apprised that ninety monitors had been purchased for the Telemed Program using grant funding. She said that patients that had Voice Over Internet Protocol (IP) as their phone system were not able to use the monitors. She explained that customers with Voice Over IP utilized the internet as their phone line. She continued that the monitors which had been purchased four years ago were designed for use with regular telephone service. She advised that the Department had ninety monitors, of which they planned to replace ten. She noted that the replacement of all ninety monitors would cost in excess of \$270,000. She said that other State agencies with Telemed Programs were also having the same issues. She advised that each of the ten monitors would cost \$3,450 and the State would reimburse \$310 per month for each patient on the Program. She added that in one year the monitors would pay for themselves.

Discussion ensued.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve the transfers of funds, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer stated that a report on Revenue and Expenditures through September 24,

2008, as well as a report on Free and Reduced Care were included in the agenda packet. Tawn Driscoll, Fiscal Manager of the Health Services Department, advised that the figures were on target for the year. She added that the figures included billing for the month of June and they were currently billing for the month of July.

Mr. Kenny entered the meeting at 10:33 a.m.

Ms. Auer advised that the flu vaccine for this year had arrived and a schedule of the 2008 Flu Vaccine Clinics had been included in the agenda packet. She added that the cost of the vaccine had not increased so there was no need to increase the fee. She noted that the flu vaccine for 2008 was a new strain as compared to last year.

Ms. Auer announced that Ginelle Jones, Assistant Director of Public Health, had been selected as one of the "20 Under 40 Community Leaders" by *The Post Star*. She added that Ms. Jones would be recognized later that day at a luncheon with the other honorees.

Mr. Haskell informed the Committee that there had been reports of MRSA (Methicillin Resistant Staphylococcus Aureus) in the Warrensburg School District. He said that he had received phone calls from worried constituents and asked if there was a need for concern. Ms. Auer responded that there were issues of MRSA in every school system and this had merely been a case of a student receiving a diagnoses of MRSA and reporting it to the school. She advised that information packets had been sent to the schools to inform them of ways to avoid the issue. Ms. Schaldone advised that MRSA was only life threatening to the sick and elderly or those with compromised immune systems and was easily prevented by merely washing your hands. Mr. Haskell stated that one of the constituents had asked if there was a vaccine available for MRSA and Ms. Auer responded that it was merely a general staph infection.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Haskell and seconded by Mr. Tessier, Mr. Sokol adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Charlene DiResta, Sr. Legislative Office Specialist